

MINUTES OF COATES PARISH COUNCIL (CPC) MEETING
7.00 PM, TUESDAY 19 NOVEMBER 2024 Coates Village Hall
Chair for this meeting: Robbie Whitfield

| Councillors and Officials: | |
|-----------------------------------|------------|
| Whitfield, Robbie (RW) | Chairman |
| Gilly Torry-Harris (GTH) | Councillor |
| Harris, Stephen (SMH) | Councillor |
| Brown, Jacqueline | Councillor |
| Wilson, Phyllida | Councillor |
| Moorcroft, Alan (AWM) | Clerk/RFO |

| Visitors |
|------------------------------------|
| McKeown, Mike (MMc) CDC councillor |

1. APOLOGIES

None.

2. DECLARATION OF MEMBER INTERESTS ON AGENDA MATTERS

Including Disclosable Pecuniary Interests and Personal Interests

None.

3. MINUTES OF LAST MEETING – 24 SEPTEMBER 2024

The draft minutes of the previous meeting were considered, agreed and signed.

4. PLANNING APPLICATIONS

a. There were no comments received relating to the applications for Bledisloe House (24/02196/FUL and 24/02197/LBC).

b. No comments were received relating to the application for Sarona (24/02636/FUL).

5. RECEIVE REPORTS RELEVANT TO COATES PARISH

MMc had provided a written report in advance of the meeting.

CDC have now appointed a Home Energy advisor and details of public events will be published in the New Year. The advisor will be available to the public to offer advice on energy savings and help with sourcing approved contractors. Dale Vince / Ecotricity have commented that they are looking at putting 100 wind turbines across Gloucestershire but no detail on where has been given; MMC is monitoring any developments.

At this point MMc left the meeting.

6. FINANCIALS

a. JB undertook the last Internal Controls review and is satisfied that everything was in order. SH is to undertake the next review; AWM will send the relevant material to SH.

b. The VAT claim to 30 September 2024 has been submitted and paid. CPC received a refund of £449.00.

c. Pre-approved payments. See attached schedule.

d. Contractual and statutory payments. See attached schedule.

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e. The councillors reviewed the receipts / payments analysis, bank reconciliation at 25 October 2024 and corresponding bank statements. The councillors were satisfied that everything was in order. The councillors proposed and seconded the bank transfers on 30 August (£750.00), 3 and 26 September (£600.00 and £200.00), 16 and 25 October (£200.00 and £50.00).

f. The councillors considered the invoices awaiting approval – see attached schedule. All invoices were proposed and seconded for payment.

g. The National Pay scales for clerks have recently been increased. The suggested wage increase is £0.67 per hour and £0.15 for the working at home allowance. At this point AWM left the meeting. On his return the councillors confirmed that the suggested increases had been proposed and seconded.

h. The councillors considered the spending to date against the budgeted spend. The playground spend is down on the budgeted figure. However, an invoice of £335 has just been approved and further work has been identified meaning the total spend should be close to the amount budgeted. The road safety budget will not be spent; this is due to the amount of time taken to acquire a Speedwatch camera. The other items of expenditure were in line with the budget.

i. As the precept will need to be requested by the end of January 2025 AWM had put some figures together as a starting point for the 2025/26 budget.

Insurance quotes are being obtained and when received a figure can be included in the budget. Administration costs can be reduced to £50 and £100 included for training. The 2024/25 figures for the playground and other maintenance costs can be used as a starting point for 2025/26. In anticipation of moving to a new IT services provider some transitional costs will need to be included. As the clerk's laptop is old a figure will need to be included for a replacement.

Indicative budgets are to be included for the subsequent two years (2026/27 and 2027/28) by taking the 2025/26 figures plus annual increases of 2% for inflation. AWM to include a formula which will show the band D council tax increase.

AWM is to update the budget figures and circulate to the councillors at an early stage to allow for consideration in advance of the January 2025 meeting.

j. If possible the proposed monthly bank fee is to be avoided. AWM will chase GAPTC to see if they are aware of any free banking facilities available to councils.

k. AWM is to obtain insurance quotes ahead of the January meeting as the current deal is up for renewal.

l. The councillors considered the proposals put forward by GAPTC and the independent auditor for the 2025 audit. It was proposed and seconded that Irena Litton be appointed to undertake the audit.

7. ACTION POINTS FROM LAST MEETING

a. All policies, with the exception of the Financial Regulations and the Transparency Code, have now been converted to the same format.

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b. It was proposed and accepted that the practice set out at 7.8 of the Financial Regulations would be adopted; for future meetings a list of payments made will be produced at the meeting and appended to the notes.

c. AWM has not had the chance to finalise the Transparency Code. This will be done for the January meeting.

8. MAINTENANCE OF COUNCIL ASSETS

a. It was proposed and accepted that a handy man be appointed to deal with smaller jobs around the village for which the tendering exercise is cumbersome. AWM will draft some requirements and then advertise the role. It was hoped that an appointment could be made at the January meeting.

b. It was proposed and accepted that the additional repairs required to the playground be undertaken. Given that the jobs are minor it was proposed and accepted that the quote from Ian Park be accepted.

c. It is intended that the handy man will undertake the weekly safety checks on the playground.

d. AWM has sent an email for information on playground disclaimer signs. No response has been received and AWM will chase.

e. The defibrillator is now functioning properly again. Item closed.

9. ROADS

a. The "Coates" signs are due to be installed in February or March 2025. The new post for the sign on the A419 has now been installed; AWM will chase up the installation of the sign. The "village only" sign on the bend approaching Coates from the west has now been installed.

b. The salt bins will need to be transferred from the Village Hall car park to the playground and Quakers Row, the salt moved from the old bins which should then be disposed of. As the weather has now turned this needs to be soon. AWM will obtain a quote from Ian Park for undertaking this work.

c. Funding for a Speedwatch camera is expected in the New Year but no firm date has been announced yet.

d. The pot hole on the bend close to the church has not yet been filled; AWM will chase.

10. WEBSITE AND EMAIL ADDRESSES

a. The SSL certificate has now been installed; it is unfortunate that Athena failed to install this at the correct time.

b. It was agreed to look closer at a new IT services provider, who would be an Approved Registrar. GTH has details of the services provided through Parish Online and will circulate these details. AWM will look at other potential service providers. If a new website and .gov.uk email addresses are installed then there will be transitional costs which will need

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to be included in the 2025/26 budget. The aim will be to make a decision on whether a new website is to be installed and implemented before the current deal with Athena expires.

11. OTHER ITEMS

- a. AWM has made a request for a Community Resilience Plan from a location comparable with Coates. No response has been received yet; AWM will chase.
- b. AWM gave the councillors a brief description of the new GAPTC website. In summary, it is easy to use but to make bookings, etc a user needs to have a password; AWM, RW and JB have passwords.
- c. JB has partially reviewed the Cotswold National Landscape Management Plan and is broadly supportive, other than wanting them to fully pursue some of their policies. JB will review the entire Plan and then draft a CPC response for comment.
- d. The lights on the drive of Bledisloe House are considered to be too bright, and probably contravene the Dark Skies policy. JB will draft a letter bringing the issue to the attention of the owners.
- e. The consultation on physical attendance at meetings recently announced by GAPTC has the general support of the CPC councillors. Further consideration will be made but the general feeling was that face to face is best, but where circumstances dictate electronic attendance was acceptable.

12. POINTS FOR CONSIDERATION AT NEXT MEETING

The next meeting is to be held on 28 January 2025. The following meeting will be on 25 March 2025.

The meeting closed at 9:40pm.

Chairman Signature: *R Whitfield*
Parish Clerk Signature: *A.W. Mansell*
Date: *30 JAN 25*

NOTICE OF NEXT MEETING: 28 January 2025 at Coates Village Hall.

Electronic copies of these and previous Minutes are available from the Parish Clerk:
clerk@coatesparish.org.uk

RW